

Person Specification & Scoring Sheet

Job Title	Linen Services Assistant	Band	2
Candidate			

Top Tip for candidates! Please use the supporting information section of the application form to provide examples that demonstrate how you meet each of the criteria listed below.

	Essential Criteria	Desirable Criteria	Score
Qualifications	No formal qualifications required. An induction period, on the job instruction and additional training will be provided on use of specialist equipment/machinery, COSHH, manual handling and infection control	NVQ Level 2	
	<ul style="list-style-type: none"> Candidates: Please be aware that you will be asked to present your original qualifications at interview. 		
Experience	No previous experience necessary, all training to be given	Previous experience of working within a Linen Services environment	
Skills	<p>Basic literacy & numeracy with accurate attention to detail</p> <p>Manual dexterity and co-ordination</p> <p>Ability to lift weights of up to 20KG</p> <p>Good interpersonal skills, with the ability to communicate with a range of people including patients and service users</p> <p>Ability to organise & prioritise day to day tasks</p> <p>Ability to be flexible in approach</p>		
Knowledge		Knowledge of the hospital site and the associated departments.	

		Knowledge of infection control and manual handling	
Additional	<p>Speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation</p> <p>Ability to be flexible and provide cover for colleagues.</p> <p>To partake in Bank Holiday rota in order to provide continuity of service for department</p>		
WWL Behaviours	<p>When we are:</p> <p>4ward Thinking We seek out new and creative way of working to make a positive difference.</p> <p>Working together We actively seek opportunities to work in partnership with others</p> <p>Accountable We take personal responsibility for ourselves and our actions</p> <p>Respectful We recognise that everyone counts and makes a valuable contribution</p> <p>Demonstrate Compassion We take time to show kindness and care to others</p>		

Total Score:	
Out of total possible score:	

Comments	Please record here any pertinent comments following interview, particularly details of how the candidate meets, or fails to meet, the requirements of the person specification;
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<p>Scoring Key:</p> <ol style="list-style-type: none"> 1. Showed multiple clear evidence of a likely lack of competence in relation to the essential criteria 2. Showed sufficient negative evidence to be judged lacking in ability in relation to the essential criteria

3. Showed more positive than negative evidence of meeting the essential criteria
4. Showed clear evidence of meeting the required criteria and some of those in the desirable criteria
5. Showed multiple clear evidence of meeting all of the essential and desirable criteria

Signature:		Date:
Print name:		Position: